

## CHC Program Initiation Process

### Overview

- Board Policy 4020 requires that each college establish procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance.
- Program Initiation Review is a process meant to assure that the College's instructional resources are used in response to the College's Mission, its Educational Master Plan, the needs of its students, and the requirements of the community it serves.
- The term program as it relates to this review process includes all degree and certificate programs, all disciplines, all departments or other campus units.
- Program initiation may be introduced by any constituency or group. Regardless of where the discussion is initiated, the Academic Senate, in accordance with the district's policy to "rely primarily" on the Academic Senates advice in academic matters, will guide the process and produce the recommendations.

### Program Initiation Process

A review is required prior to forwarding a program initiation proposal and must address the following as applicable:

- 1. Vision:**
  - a. *Tell us the Vision for this new program*
  - b. *In what ways will this new program advance the vision of the college?*
- 2. Mission:**
  - a. *Tell us the Mission for this new program*
  - b. *In what ways will this new program advance the Mission of the college?*
- 3. Description of Program:** *Please include the following:*
  - a. *Organizational structure and staffing*
  - b. *Whom the program will serve (including demographics and representativeness of population served)*
  - c. *Provide a list and a brief description of the services that will be provided*
  - d. *The impact on students and student success*
  - e. *The impact on the comprehensiveness and balance of offerings across the college curriculum and within the district;*
  - f. *The impact on the educational and budget-planning process used at the institution;*
  - g. *The positive and/or negative impact on transfer to four-year colleges and universities;*
  - h. *The effects of the program on local businesses and industries;*
  - i. *The effects of the program on faculty and staff;*

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## **Information Data Gathering**

*This plan should include the following:*

- *Qualitative Indicators based on the mission, values, and goals of the instruction and access and equity for students. These indicators should include, but are not limited to:*
  - *Balance of the college curriculum;*
  - *Potential for a disproportion impact on any one group of students;*
  - *How the program would be received by students, articulating universities, local business and industry, and the community;*
  - *transferability;*
  - *Replication of programs in the District/surrounding area;*
  - *Interviews with faculty, staff, students and administrators in the affected area and in related instructional areas.*
  - *Enrollment management committee discussions*
- *Quantitative indicators must be considered in any discussion of program Initiation. Any data used as a basis for decision-making must be sound, comprehensive, uniform and reliable. Quantitative indicators should include, but are not limited to, the following:*
  - *Labor market data*
  - *Potential Enrollment*
  - *Anticipated Fiscal impact*
- *CTA and CSEA presidents will make a formal recommendation on the proposal to be sure the proposal abides by all terms of the districts negotiated classified and certificated contracts.*
- *in addition, the committee shall consult when necessary with District, regional, and State agencies and institutions overseeing specific types of programs, such as certain vocational programs.*

*Decisions made through the Program Initiation Process must be based on a broad and thorough ongoing investigation of factors relating to the benefits of a program for students, for the college, and for the community. They must, therefore, take into consideration information that goes far beyond simple measures of current student demand or weekly student-contact hours. The following general types of information should be gathered as needed and weighed in the process of formulating a recommendation:*

1. *Relation of the program to the college Mission*
2. *Relation of the program to the Educational Master Plan*
3. *Measures of student demand as applicable (student demographics, student interest, high demand courses, degrees, or certificates, etc.)*
4. *Measures of labor-market demand as applicable*
5. *Projected impact on overall educational program, students, faculty, college budget, community*

## **Program Initiation Review Process**

- *The process of for Program Initiation Review is carried out by the Academic Senate.*
- *The proposal will be reviewed by the following bodies*
  - *Discipline Faculty (if applicable)*

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- Department under which the new discipline will be housed
- The CHC Chairs Council
- The Academic Senate
- The CHC Crafton Council
- Other (as deemed appropriate)

**Outcomes**

A Program Initiation recommendation for action, either supporting or declining the adoption of the new program or discipline will be forwarded to the CHC Crafton Council by the Academic Senate.

This Recommendation must include the following:

1. a summary of the process used
2. a review of all data consulted
3. detailed assessment of the recommendations’ impact on the College’s overall educational program and budget, as well as its impact on all students, faculty, and staff involved.

**Approvals**

Program Initiation Review recommendations from each body shall be forwarded to the Academic Senate for recommendations/approval. The Academic Senate recommendations/approval are forwarded to the Crafton Council for review and approval. The recommendations/approvals of both the Academic Senate and the Crafton Council are forwarded to the following committees as an information item only: Curriculum Committee, Chairs, PPR, and Budget. The College President makes the final decision and will share the decision and justification for the decision with the college campus including all constituency groups.

“The College President and College Academic Senate President shall make program initiation recommendations to the Board of Trustees for approval. The recommendation shall include a description of the review process and the reasons for the recommendation.” Copies of the Review of Educational Programs, signed by the College President and the Academic Senate President, shall be on file in the Office of Instruction.

College President \_\_\_\_\_ Date: \_\_\_\_\_

Senate President \_\_\_\_\_ Date: \_\_\_\_\_

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